**Friday Relay #1**

1. Open Excel file “Friday Relay 1 Doc”
2. Save as “Friday Relay #1 yourname“.
3. Insert a formula in cell D2 that multiplies the price in cell B2 with the number in cell C2 {=B2\*C2}. Copy the formula in cell D2 to cells D3 through D14.
4. Change the width of column D to 82 pixels.
5. Insert the sum of cells D2 through D14 into cell D15 {=sum(D2:D14)}.
6. Change the width of columns A and B to 12.75
7. Adjust the width of column C to 8.
8. Change the height of row 1 to 19.50.
9. Change the height of rows 2-14 to 16.50.
10. Change the height of row 15 to 20.
11. Insert a row above row 1 and type “Capstan Marine Products” in the new A1.
12. Change height of row 1 to 42.00 and row 2 to 21.00.
13. Insert 2 blank rows (should be rows 7 &8).
14. Type the following data into the specific cells:
    1. A7 – 855-495
    2. B7 – 42.75
    3. C7 – 5
    4. A8 – ST039
    5. B8 – 12.99
    6. C8 – 25
15. Copy the formula from cell D6 down to cells D7 and D8.
16. Insert a new column A.
17. Type the following data into the specific cells:
    1. A2 – Company
    2. A3 – RD Manufacturing
    3. A8 – Smithco, Inc.
    4. A11 – Sunrise Corporation
    5. A15 – Geneva Systems
18. Adjust the width of column A to accommodate the longest entry.
19. Insert a new column B.
20. Type “Date” in B3.
21. Delete row 5.
22. Delete column B.
23. Clear the contents of rows 7 & 8 and enter the following new data:
    1. A7 – Ray Enterprises
    2. B7 – S894-T
    3. C7 – 4.99
    4. D7 – 30
    5. B8 – B-3448
    6. C8 – 25.50
    7. D8 – 12
24. Copy the formula from E6 to cell E7 and E8.
25. In B2 change the # to the word Number.
26. Wrap text in cells B2.
27. Increase the height of row 2 to fit the wrapped text.
28. Merge and Center cells A1 – E1.
29. Choose Middle Vertical Alignment.
30. Center cells A2 – E2.
31. Choose Middle Vertical Alignment.
32. Insert a new blank row 2.
33. In A2 type “Purchasing Department”.
34. Merge and Center A2 – E2.
35. Format A1 with the following:
    1. Bookman Old Style typeface
    2. Size 22
    3. Text color – Dark Blue (in standard color section).
36. Format A2 with the following:
    1. Bookman Old Style typeface
    2. Size 16
    3. Text color – Dark Blue (in standard color section).
37. Set A3 – E18 to Bookman Old Style typeface.
38. Increase the font size of “RD” in cell A4 by one click.
39. Format “Geneva” in cell A14 with italic.
40. Adjust columns A – E to accommodate the longest entry in each column.
41. Add a double-line bottom border to cell A2.
42. Add a single-line bottom border to cells A3 – E3.
43. Apply fill color, *Aqua, Accent 5, Lighter 80%*, to cells A1 – E3.
44. Type you name in F1 and save the file in your Google Drive as “Friday Relay #1 yourname”